

OPERATIONS PLAN

7.00am

Market manager arrives onsite in high viz vest
2 x Traffic controllers arrive onsite in high viz vest
1 Traffic controller in position at Bennett Street entrance ready to direct stall holders
1 x Traffic controller in position at Stirgess Street ready to direct traffic flow
Check site for rubbish or any hazards- refer risk assessment plan attached
Bump in commences
Stallholders begin to arrive
Vehicle movement managed by the traffic controller in accordance with the bump in and out schedule
Stallholders guided to their location by market manger to unload safely and efficiently
Stallholders must move their vehicle prior to setup.
Stallholder guide to their parking position whether behind their stall or in the specially allocated stallholder carpark within the site
Stallholders why do not comply will be reported on the incident report where appropriate action will be taken
Market manager and traffic controllers will communicate via walkie talkies
Traffic controllers and market manager focused on traffic movement and setup until half an hour before the market opens
At conclusion of bump in , 1 x traffic controller place barriers in position at back of market to block vehicle access
1 x traffic controller to place barrier at Bennett St entrance to block vehicle access, to allow for flow of pedestrians
Toilet Cleaning Schedule put up in toilets – see attached schedule /checklist

8.00am

All vehicles to be out of the market area and parked in their allocated positions in preparation for the market to commence
Completion of stall set-up
Market manager does a walk around of site to check tents, weights, tidiness, walkways / corridors are clear and no obviously visible hazards, hygiene and to ensure all stall holders are in compliance with the NSW food and safety policies as stated in the 'Risk Assessment Plan' and within the Statement of Environmental Effects
Market Manager puts bins in designated spots throughout the market - see site map
Market Manager checks toilets to ensure clean and tidy and ready for patrons

8.30am

Market commences
Be aware of any late arrivals, as no vehicle access for them from Bennett St, they will be directed via Stirgess Avenue entrance to the back of the carpark to trolley their goods in
Check foods stalls have fire extinguisher, fire blanket and where relevant sneeze guards

2.00pm

Market is closed
Stall holders cease trading
Market Manager walks around to clear public from the site
Stallholders commence pack down in preparation for loading their vehicles
Market manager ensures all stallholders take their rubbish with them and it is not left onsite

CAMBRIDGE MARKETS

SYDNEY

2.15pm

Traffic controllers back in position

Bump out commences

Market Manager directing stallholders in accordance with the bump out schedule – see example bump in and out schedule attached

Stall holders to go to their vehicles once they are packed down and ready to load they will be allowed access in accordance with the bump schedule

Once stallholders loaded they will be directed offsite by the Market Manager

4.00pm

Market manager does site review to ensure returned to original state

Bins returned to pick up location by the market managers and as agreed with northern beaches council waste department

Market Manager to ensure toilets are clean and tidy if they are not to ensure HBC is notified so necessary steps can be taken

Market Manager removes from 2 x A Frames

Market Manager confirms site is clear

CAMBRIDGE MARKETS

SYDNEY

Toilet Cleaning Schedule

<u>Date</u>	<u>Time</u>	<u>Name</u>	<u>Checked / Cleaned</u>
	8.00		Y/N
	8.30		Y/N
	9.00		Y/N
	9.30		Y/N
	10.00		Y/N
	10.30		Y/N
	11.00		Y/N
	11.30		Y/N
	12.00		Y/N
	12.30		Y/N
	1.00		Y/N
	1.30		Y/N
	2.00		Y/N
	2.30		Y/N
	3.00		Y/N
	3.30		Y/N
	4.00		Y/N

CAMBRIDGE MARKETS

SYDNEY

COMPLAINTS REGISTRY AND INCIDENT REPORT

	<u>Name</u>	<u>Date</u>	<u>Incident/Complaint</u>	<u>Description of Complaint/Incident</u>
1				
2				
3				
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23				
24				
25				

Business Name	Bump IN Time	Bump IN Time	Bump OUT Time	Bump OUT Time
Business Name	7.00	7.15	3.15	3.30
Business Name	7.00	7.15	3.15	3.30
Business Name	7.00	7.15	3.15	3.30
Business Name	7.00	7.15	3.15	3.30
Business Name	7.00	7.15	3.15	3.30
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Business Name	7.15	7.30	3.00	3.15
Business Name	7.15	7.30	3.00	3.15
Business Name	7.15	7.30	3.00	3.15
Business Name	7.15	7.30	3.00	3.15
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.30	7.45	2.45	3.00
Business Name	7.45	8.00	2.30	2.45
Business Name	7.45	8.00	2.30	2.45
Business Name	7.45	8.00	2.30	2.45
Business Name	7.45	8.00	2.30	2.45
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Business Name	7.45	8.00	2.30	2.45
Business Name	7.45	8.00	2.30	2.45
Business Name	7.45	8.00	2.30	2.45
Business Name	7.45	8.00	2.30	2.45
Business Name	8.00	8.15	2.15	2.30
Business Name	8.00	8.15	2.15	2.30

